



United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number

02-33

☒ Original ☐ Amendment Number:

Contract Number

EP-C-08-010

Contract Period 12/01/10 - 11/30/2011
Option Period 2

Title of Work Assignment:

H SRB Meeting / Conf.
Support

Contractor
Scientific Consulting Group, Inc.

Specify Section and Paragraph of Contract SOW

2.4.

Purpose:

☐ Work Assignment Initiation

☐ Work Assignment Close-Out

Periods of Performance

☐ Work Assignment Amendment

☐ Incremental Funding

☐ Work Plan Approval

From: 12/1/10 To: 11/30/2011

Comments:

☐ Superfund

Accounting and Appropriations Data

☒ Non-Superfund

	DC (Max 8)	Budget/ FYs	Appropriation Code (Max 8)	Budget Org/Code	Program Element	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

Authorized Work Assignment Ceiling

Contract Period: 12/01/10 - 11/30/11

Cost/Fee

LOE

Previously Approved

This Action

Total

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment COR Name

Branch/Mail Code

Phone Number

Lu-Ann Kleibacker

(Signature)

10/15/10

(Date)

Fax Number

Project Officer Name

Sutton - Busby

11/12/10

Branch/Mail Code: ORD/ISS/8102R

Phone Number (202) 564-6808

Fax Number (202) 565-2910

Work Assignment COR Supv

Warren Lux

(Signature)

10/24/10

(Date)

Branch/Mail Code :

Phone Number

FAX Number

Contracting Official Name

(Date)

Renita Tyus

(Signature)

11/16/10

(Date)

Branch/Mail Code CPOD

Phone Number (613) 487-2084

Fax Number (613) 487-2109

Contractor Acknowledgment of Receipt and Approval of Workplan (Signature and Title)

Date

Work shall not begin on this work assignment until 12/01/10

PERFORMANCE WORK STATEMENT

Contract Number: EP-C-08-10

Work Assignment Number 02-33

Issuing Office:	U.S. Environmental Protection Agency, Office of the Science Advisor, (OSA)
Contractor:	Scientific Consulting Group, Inc.
Contract Number:	EP-C-08-010
Assignment Title	Human Studies Review Board (HSRB) Meeting/Conference Support
Period of Performance:	December 1, 2010 – November 30, 2011
Work Assignment COR	Lu-Ann Kleibacker, OSA Mail Code: 8105R: RRB41276 Tel.# 202-564-7189 Fax#: 202-564-2070 Kleibacker.lu-ann@epa.gov
Alternate Work Assignment COR	Robin Clarke Mail Code: 8105R: RRB Tel.# 202-564-6493 Fax# 202-564-2070 clarke.robin@epa.gov
Project Officer:	Verla Sutton busby Mail Code: 8102R: RRB Tel.# 202-564-6808 Fax# 202-565-2910

1. PURPOSE

The purpose of this Work Assignment is to provide: (1) a full range of administrative and logistical support services for the conduct of Federal Advisory Committee meetings, conferences, and teleconferences related to the Charter of the Science Advisor's Human Studies Review Board (HSRB) and (2) administrative activities required for minutes and reports prepared by the HSRB.

The Contractor's activities will not require special expertise in the technical matters discussed by the Board, but the Contractor should possess the practical knowledge, experience, and skills commonly used in facilitating such highly complex meetings with high-level Agency officials and technical experts.

Meetings of the HSRB will be held in Washington DC or the immediate area, and preferably close to a Metro station so that a large number of Agency staff involved with each meeting can easily attend and participate. Three of the four meetings are expected to be held at the EPA Potomac Yard Conference Center in Arlington, VA or an alternate nearby location. One of the four meetings may be held outside of the metropolitan Washington, DC area.

It is anticipated that approximately 4 reports will be generated by the HSRB each year. In addition, minutes from each face-to-face and teleconference meetings will be generated requiring Contractor support.

2. BACKGROUND

The function of the HSRB is to provide advice, information, and recommendations on issues related to scientific and ethical aspects of human subjects research. The major objectives are to provide advice and recommendations on: (a) research proposals and protocols; (b) reports of completed research with human subjects; and (c) how to strengthen EPA programs for protection of human subjects of research. For more information on the HSRB, go to <http://epa.gov/osa/>.

3. PERFORMANCE WORK STATEMENT

This Performance Work Statement (PWS) describes EPA's requirements regarding services to be rendered by the Contractor for HSRB meetings and conference support. The Contractor shall, at the direction of the EPA WA COR, provide necessary administrative resources for HSRB meetings. This support includes but is not limited to: pre-meeting communication and logistical support, contract and pay for a local hotel meeting space and work room for each meeting, provide and distribute copies of all materials needed to support the meeting, provide administrative support at the meeting, and prepare summary minutes of meetings/teleconferences.

The Contractor shall provide copying and express shipping of meeting materials and documents, presentation materials at the meeting, and public comments to HSRB members and to the EPA WA COR at: Environmental Protection Agency, Human Studies Review Board, Office of the Science Advisor, 1200 Pennsylvania Ave. NW, Washington DC, 20460.

4. TASKS

Contractor support shall be needed for up to four (4) HSRB face-to-face meetings and post meeting support. The timeframe for these meeting are: January, April, June, and October 2011. In addition, Contractor support may be needed for up to four (4) public teleconference and post teleconference support. One of the 2011 HSRB meetings may be held at an alternate location outside the metropolitan Washington, DC area. The EPA

WA COR will provide the meeting and teleconference support dates via written technical direction.

All activities referred to under each of the following tasks shall be provided for each meeting.

Task 1 - Prepare Work plan and Cost Estimate

The Contractor shall communicate with the EPA WA COR to further define the scope of work for this work assignment. The Contractor shall also prepare a schedule for deliverables to ensure all materials are properly reviewed, approved, and disseminated.

Task 2 - Coordinate Meeting Facility Arrangements

For each of the meetings, with meeting dates provided by the EPA WA COR, the Contractor shall coordinate meeting arrangements with EPA's Potomac Yard facility staff, including the conference center manager, security, audiovisual (AV) support, and other personnel as needed. The EPA WA COR will notify the Contractor if the Potomac Yard Facility is not available within enough time to conduct a search for facilities with meeting rooms that will comfortably accommodate 100 to 150 participants for each meeting. The meeting rooms shall be arranged theater style with a head table for approximately 36 people. In addition to the main conference room, the Contractor shall arrange for a smaller work room, available at 2:00 p.m. the afternoon prior to the convening of the meeting. This work room should contain a working table, 20 chairs and a separate work area for a computer setup. The work room should also contain a copying machine, as needed. The Contractor shall also develop a check-in list consisting of the Board members, Board consultants, and contractor staff to be utilized at the EPA security desk. The Contractor shall submit the meeting setup specifications, floor plans and security list to the appropriate facility personnel and shall confirm receipt.

The EPA WA COR shall provide the contractor the contact person(s) and the telephone numbers within the government facility (Potomac Yard facility) to arrange and finalize room setup, along with arranging for the proper audiovisual equipment and services of an audio visual services technician.

The EPA WA COR will provide the contractor items that will need to be rented for meetings being held for the Human Studies Review Board, and meetings that will be identified by the EPA WA COR. These items could include but not limited to, water pitchers, structures for posters, banners and displays.

The Contractor shall arrange for rentals necessary for exhibits related to the HSRB or EPA's Program in Human Research Ethics (PHRE). Rentals may include, but are not limited to, structures for posters, banners and displays, lighting/electrical services, carpeting, tables and chairs. The EPA WA COR will provide the Contractor with details regarding the meeting dates, location, and necessary rental items.

Task 3 – Audiovisual Equipment and Recording the Meetings.

The Contractor shall make all arrangements to have the sessions recorded and provide the EPA WA COR with 2 (two) complete sets of CD-ROMs within three business days after the meeting.

The Contractor shall coordinate the meeting room setup and audiovisual needs with the meeting facility/hotel. Audiovisual equipment to be provided in each meeting session may include the following:

- 1 CD recorders and CD-Rs
- 1 screen (12' x 12')
- 12 table microphones, or one microphone per 3 people
- 1 audio mixer
- Power cords, one per 3 people
- Services of an AV technician during the meeting
- LCD projector and laptop computer
- Overhead projector
- Speakerphone hook-up into sound system for teleconferencing
- High Speed Internet Connection

Task 4 - Hotel Sleeping Rooms

The Contractor shall arrange a block of sleeping rooms for the HSRB Board Members' and staff, with arrival the night before the meeting starts and with a departure the last day of the meeting. The number of rooms will vary with each meeting; the number of rooms needed will be furnished by the EPA WA COR. Room rates will be obtained in accordance with Government Per Diem rates, if available. The Contractor shall provide a rooming list to the hotel, based on Board Members travel arrangements, and shall insure that Board Members confirm room reservations with a credit card guarantee. Board Members will pay for their rooms individually.

Task 5 - Member Meeting Materials

Prior to the meeting and at a time specified by the EPA WA COR, the Contractor shall prepare name badges, desk signs, agenda copies, copies of Board member lists, sign-in sheets and other documents required for the meeting. In addition, prior to the meeting and at a time specified by the EPA WA COR, the Contractor shall prepare a package for distribution to HSRB members. The package should include the meeting agenda, HSRB member list, background material needed for meeting/teleconference including Board charge, logistical information, and other materials as specified by the EPA WA COR.

Upon receiving the final meeting agenda from the EPA WA COR, the Contractor shall format the agenda and submit the final version to the EPA WA COR. The Contractor shall also format the HSRB member/consultant bio-sketches and

member/consultant list and update them as needed.

The Contractor shall provide the necessary meeting supplies, including name badge holders, tent cards, and pads of paper, pens and CDs. Prior to each meeting, the Contractor shall produce directional signs, HSRB member, speaker and staff name badges, and HSRB member and speaker tent cards.

Task 6 - Meeting Room Preparation and Onsite Logistical Support

The Contractor shall assure that the meeting room is set up by 7:30 a.m. on the meeting date as directed by the EPA WA COR; a diagram shall be provided by the Contractor as to set-up. The Contractor shall assure that the audio-visual equipment is set up and operational at all times during the meeting and assuring that the technician tapes two copies of proceedings. A copying machine should be set-up in the work room by 2:00 pm the day before the meeting. The Contractor shall provide receptionist service during the course of the meeting to register attendees, provide agenda and member list, copy material, and provide typing assistance. The Contractor shall collect copies of all meeting presentation at the meeting and provide the EPA WA COR a list of all public presenters and affiliations at the end of the meeting. The Contractor shall make two copies of all presentations collected from meeting. One copy shall be prepared for inclusion into the docket with the appropriate page numbering and docket transmittal memo signed by the Agency HSRB Designated Federal Official (DFO). The second copy shall be set aside for inclusion in the HSRB staff office meeting files.

Prior to the meeting and at a time specified by the EPA WA COR, the Contractor shall prepare name badges, desk signs, agenda copies, copies of Board member lists, sign-in sheets and other documents required for the meeting.

For a typical meeting, the Contractor shall send staff people to the hotel on the day prior to the meeting to set up the breakout room, badges and placards for EPA review. The Contractor shall have people on site from the first morning of the meeting until the end of the meeting. At the end of the meeting and/or workgroup writing session, the Contractor shall pack up meeting materials.

The Contractor shall deliver to the EPA WA COR any materials not distributed at the meeting or materials left behind by HSRB members within two working days after the meeting.

Task 7 - Provide Meeting Transcripts

Contractor shall provide onsite reporting services and produce a verbatim transcript of meeting proceedings. The Contractor shall arrange to have transcripts of the meeting provided to EPA within 7 business days of last day of the meeting. The Contractor shall arrange to submit 1 electronic copy of the transcript.

Task 8 - Summary of Meetings/Teleconferences Minutes

The Contractor shall provide a technical note taker with the required background to take notes capturing the salient points of discussions and recommendations. The note taker shall be responsible for taking notes on the presentations, public comment periods, highlights of discussions, and the questions and answers surrounding discussions. The note taker shall take notes in the general session room (or via telephone for the teleconferences). The notes shall not be a verbatim transcript and note taking shall involve a reasonable attempt to capture contributor names. After each meeting/teleconference, the note taker shall review the notes and prepare the meeting minutes. The Contractor shall prepare and submit to the EPA WA COR and Designated Federal Official (DFO) draft minutes of the proceedings within 7 business days of the end of the meeting. The Contractor shall incorporate comments and changes to the minutes as directed by the EPA WA COR and submit final minutes within 5 working days of receiving EPA comments. The draft and final minutes shall be provided in electronic format (Word is the preferred software).

Task 9 - Post-Meeting Task

For the January, April, June, and October 2011 HSRB meetings, the contractor shall conduct the following post meeting tasks:

Prepare final list of attendees and submit this list to EPA in electronic format. The list shall include names, organizations, addresses, phone numbers, and email addresses as provided by the attendees.

Any material not distributed at the meeting shall be sent to the EPA WA COR. Any materials left behind by HSRB members shall be shipped to them via Federal Express within 2 business days after the meeting upon the EPA WA COR's request.

Task 10 - Coordinate Travel Arrangements for HSRB Board Members and Consultants

For the January, April, June, and October 2011 face-to-face HSRB meetings, the contractor shall conduct the following travel coordination support for sixteen (16 +) HSRB Board Members and Consultants. The Contractor shall make all airfare arrangements using GovTrip, and shall complete the travel authorization, travel vouchers and travel expense reimbursement paperwork using GovTrip. All airfare reimbursement costs associated with the Board Members and Consultants' travel will be incurred directly by EPA.

Task 11 – Develop Graphics for Meetings and Conferences.

The Contractor shall design graphics and outreach materials, including but not limited to presentations, exhibit panels, handouts and brochures, related to the HSRB or EPA's Program in Human Research Ethics (PHRE). The contractor shall work with the

EPA WA COR to establish the appropriate product type, size and content. The Contractor shall provide printing of all the final products.

Task 12 – Exhibit Support

For the Public Responsibility in Medicine and Research (PRIM&R) Advancing Ethical Research Conference to be held December 6-8, 2010 in San Diego, CA, the contractor shall provide local onsite logistical support to assist with exhibit setup on December 5, and if needed to assist with exhibit tear-down on December 8.

5. SCHEDULE OF DELIVERABLES

Product	Due Date
Task 1 Work Plan	15 calendar days after receipt of work assignment
Task 2 Reserve meeting site Rental Order Arrangements	At least 6 months prior to meeting 2 weeks prior to each face to face meeting
Task 3 Order AudioVisual Equipment	2 weeks prior to face to face meeting
Task 3 Provide Audio Recording for each face to face meeting	3 business days after conclusion of each face to face meeting provide EPA WA COR with 2 complete sets of CD-ROMs
Task 3 Provide High Speed Internet Connection for Board Members	As needed for each meeting or each day
Task 3 Coordinate and provide teleconference capability for each meeting	As needed for each meeting or each day
Task 4 Negotiate hotel contracts for 2011 meetings	2 months after Work Plan approval
Task 5 Prepare and copy materials required for meeting (includes but not limited to agenda, Board member list, name badges, desk signs, sign-in sheets)	1-3 days prior to each meeting
Task 6 Copy machine delivered to meeting space	1 day before meeting
Task 6 Collect presentations at meetings; make 3 copies	By the close of the meeting
Task 7 Provide onsite transcription services and submit meeting transcript in electronic format to the EPA WA COR and DFO	7 business days after meeting
Task 8 Draft minutes of meeting to be provided to EPA WA COR and DFO	7 business days after conclusion of each face to face meeting
Task 9 Submit final list of attendees for the meetings	5 business days after conclusion of each face to face meeting
Task 9 Ship Materials left behind to EPA or Board Members	2 business days after conclusion of each face to face meeting
Task 10 Book flights for Board Members and Consultants and Complete Travel Authorizations	4 weeks prior to meeting
Task 10 Complete Travel Vouchers and Reimbursement Paperwork	2 weeks after conclusion of meeting
Task 11 Develop Graphics for Meetings and Conferences	2 weeks prior to meetings or conference for draft layout 1 week prior to meeting or conference for final layout
Task 12 Exhibit Support	Assist with exhibit setup on December 5, and if needed assist with exhibit tear-down on December 8.

6. SPECIAL CONDITIONS

Final products shall be produced by the Contractor upon EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written under these tasks to the EPA WA COR, as per work assignment, in electronic form. Electronic version shall be compatible with the EPA's computer systems and software, (i.e., Microsoft Word).

7. CONFIDENTIALITY

Some of the work assigned under the set tasks may be to draft, edit and review program and sensitive organizational information that will not be ready for board or public distribution. The Contractor shall not discuss the contents of any document with anyone not specified as a participant in the documents review process or its preparation. The EPA WA COR shall supply the Contractor with a list of individuals involved with any documents under the set tasks.

CONTROLS

Technical direction for this work assignment is provided by the work assignment statement of work, by the work plan developed to implement this work assignment by the Contractor (after it has been accepted and approved by the EPA WA COR). Periodic meetings between the EPA and Contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The Contractor shall document these meetings and submit copies of this correspondence to the EPA Project Officer (PO) and EPA WA COR.

The Contractor shall meet with the EPA EPA WA COR to present and discuss the work plan for this work assignment before it is approved by the EPA EPA WA COR. With the exception of the EPA WA COR and PO, EPA personnel are not authorized to provide technical direction to the Contractor. The EPA WA COR may identify one or more EPA technical representatives for this work assignment, typically the DFO. Interaction between the Contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The set interactions do not result in direction to the Contractor.


8. TRAVEL:

Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer COR prior to the travel. The contractor is expected to travel and stay

overnight near the meeting facility when meetings are held at locations outside of the Washington, DC metropolitan area, due to the long hours of support required. The first scheduled meeting out of town is for the Public Responsibility in Medicine and Research (PRIM&R) Advancing Ethical Research Conference to be held December 6-8, 2010 in San Diego, CA, the contractor shall provide local onsite logistical support to assist with exhibit setup on December 5, and if needed to assist with exhibit tear-down on December 8. All other meeting dates will be provided via technical direction.

9. EPA GREEN MEETING REQUIREMENTS

"When soliciting quotes or offers for meeting and conference services on behalf of the EPA, the contractor shall follow the contract EPAAR clause 1552.223-71, EPA Green Meetings and conferences. More information about EPA's Green Meetings initiative may be found on the internet at <http://www.epa.gov/oppt/greenmeetings>

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Work Assignment				<input type="checkbox"/> Original <input type="checkbox"/> Amendment Number:																																																													
Contract Number EP-C-08-010		Contract Period 12/01/10 11/30/11 Option Period 1		Title of Work Assignment: Development of a Framework MT Mining																																																													
Contractor Scientific Consulting Group, Inc.		Specify Section and Paragraph of Contract SOW <div style="text-align: center; font-size: 1.5em;">2,4</div>																																																															
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Work Assignment COR Name Maggie LaVay			Branch/Mail Code:																																																														
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Project Officer Name Verla Sutton-Busby			Branch/Mail Code: ORD/88/8102R																																																														
<i>(Signature)</i>			Phone Number (202) 584-6808																																																														
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Signature of WA COR Immediate Supervisor			Branch/Mail Code :																																																														
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Contracting Official Name Renita Tyus			Branch/Mail Code CPOD																																																														
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Contractor Acknowledgment of Receipt and Approval of Workplan (Signature and Title)			Date																																																														

Work shall not begin on this work assignment until 12/01/10.

STATEMENT OF WORK
Contract Number: EP-C-08-010
Scientific Consulting Group, Inc.
Work Assignment No. 02-34

ISSUING OFFICE: U.S. Environmental Protection Agency, Office of Research and Development (ORD), Office of Science Policy (OSP)

TITLE: Development of a Framework for Assessing the Cumulative Effects of Mountain Top Mining and Other Resource Extraction Activities on Forest and Landscape Resources in the Mid-Atlantic Region

PERIOD OF PERFORMANCE: Contracting Officer Approval through March 31, 2011

WORK ASSIGNMENT COR: Maggie LaVay
US EPA
Office of Research and Development
1200 Pennsylvania Ave. (8104R)
Office of Science Policy
Washington, DC 20460
Phone: 202-564-5264
Lavay.maggie@epa.gov

ALTERNATE WA COR: Tia Groves
US EPA
Office of Research and Development
1200 Pennsylvania Ave. (8104R)
Office of Science Policy
Washington, DC 20460
Phone: 202-564-5709
Groves.tia@epa.gov

PROJECT OFFICER: Verla Sutton-Busby
USEPA Headquarters
1200 Pennsylvania Avenue NW (Mail Code 8102R)
Tel. #: 202-564-6808 / Fax #: 202-565-2910
sutton-busby.verla@epa.gov

1. BACKGROUND

The Mid-Atlantic is experiencing unprecedented changes that are evident across the landscape. Land

management decisions are being made at the local scale but their impacts are having regional consequences impacting the condition of air, water, wildlife habitats and ultimately, human health. This challenge is evident in the new goals for implementation of the Chesapeake Bay Executive Order including habitat recovery and Land Conservation. In addition, Region 3 is facing difficult decisions related to extractive industries which have direct impacts on landscape conditions.

For instance, Mountaintop Mining continues to be a controversial practice in the Southern Appalachian Mountain region. Occurring in parts of Kentucky, West Virginia, Virginia, and Tennessee, the tops of mountains are removed to expose underlying coal seams, and the remaining mine spoil (mountain tops) is deposited in neighboring valleys. Disposal of the spoil has been the main source of controversy surrounding mountaintop mining. Legal challenges have been raised regarding violations of the buffer zone rule in the Surface Mining and Reclamation Act (SMCRA, 25 U.S.C. § 1201) and the relative roles of sections 402 and 404 of the Clean Water Act (CWA, 33 U.S.C. § 1252) for regulating disposal of mine spoil in neighboring valleys (Copeland 2005).

To date, environmental assessments of mountaintop mining have not been comprehensive because they have focused too exclusively on aquatic impacts. While much work has been done assessing the impacts of Mountaintop mining on aquatic resources, largely missing from the environmental assessments of mountaintop mining are the effects of the practice on terrestrial resources, and linkages between terrestrial resource degradation and water quality or water shed integrity.

Over the past twenty years, much work has been conducted equating status and trends in landscape pattern to ecosystem health. EPA has long recognized that prudent stewardship of the environment dictates monitoring and assessing landscape condition. Unfortunately, little is known about tipping points or thresholds in landscape condition beyond which drastic changes occur in ecosystems. Such thresholds, when identified could help EPA better assess the impacts of their decisions on landscape conditions and ultimately on the ecosystems they support.

It is in the context of these events that EPA is developing a framework for assessing the cumulative effects of extraction activities on landscapes.

2. PURPOSE

The overall purpose of this Performance Work Statement (PWS) is to summarize expert consultant opinions about the necessary components for a framework to assess the cumulative effects of landscape change on forest and landscape resources in the Mid-Atlantic. To focus the work we will concentrate on mountaintop mining as an important example of landscape change in the Region. An important part of this work will include identification of those terrestrial and landscape characteristics that should be quantified when assessing ecosystem health and identification of important thresholds in those characteristic that decisions makers should consider when determining impacts of landscape change. Outputs and outcomes will include a set of recommendations for indicators as well as potential thresholds in those landscape indicators that could be used in environmental decision making.

The work of the contractor will be to hire 3-4 expert consultants per EPA's criteria, to provide a note taker for a two day face-to-face meeting between EPA and the expert consultants, and to summarize the meeting in a report that will be provided to both EPA and the expert consultants for review and comment.

The work of the expert consultants will be structured in three phases. The first phase will be for all

expert consultants to review supplied reading material on mountaintop mining and landscape assessment and prepare a one- to two-page synthesis of the material provided. EPA will use the syntheses to develop key topical areas. The key topical areas will be vetted with the expert consultants, which will be followed by a two-day face-to-face meeting. The face-to-face meeting is the second phase of the consultation. The third and final phase is review and comment on the meeting summary report.

3. SCOPE OF WORK

This PWS describes EPA's requirements regarding services to be rendered by the Contractor in support of ORD's and Region 3's efforts in developing a framework for assessing the cumulative effects of mountain top mining and other resource extraction activities on forest and landscape resources in the Mid-Atlantic Region and includes scientific expert consultation, pre- and post- meeting support services, and the preparation of a document summarizing the meeting findings. EPA will be responsible for providing qualifications for expert consultants, providing necessary background materials, providing a location for the consultation meeting and ultimately publishing the consultation results. Described below are the major tasks to be performed by the Contractor for this PWS.

4. TASKS

Task 4.1: Expert Consultants

The Contractor shall finalize the list of expert consultants. Once expert consultants have been secured, EPA will provide to the Contractor all information and guidance in writing necessary to proceed with remaining tasks.

The Expert Consultants should meet the following criteria:

Expert #1

Expert #1 will have a PhD with 15 or more years experience in forest restoration on mine disturbed land in the Appalachian region. The expert will be familiar with all mining practices in the region and how the different practices affect forest restoration. The expert will be able to demonstrate practical experience in forest reclamation of mine disturbed lands, and he or she will be familiar with the Appalachian Reforestation Research Initiative (<http://arri.osmre.gov>).

Expert #2

Expert #2 will have a PhD with 15 or more years experience with landscape dynamics in forested regions. Expert #2 will be able to demonstrate experience in broad-scale modeling of forest dynamics due to disturbance and other factors, understand, interpret and forecast the legacy affects of disturbance on future forest dynamics. Expert #2 will have experience in developing, interpreting, and communicating the importance of forest type diversity at broad spatial scales.

Expert #3

Southern Appalachian region is recognized as a sentinel of temperate forest biological diversity. Expert #3 will have a PhD with 15 or more years experience in documenting, and interpreting the relationships between the biological diversity of the southern Appalachians and the forests that provide such diversity. He or she will be familiar with the numerous threaten, endangered, and rare species that inhabit the area and their relationship to their forested environment. The expert will be familiar with the Southern Appalachian Man and the Biosphere (SAMAB) project, the Southern Appalachian Forest Coalition (SAFC), and the Encyclopedia of Southern Appalachian Forest Ecosystems.

Task 4.2 Preparing for Consultation Meeting

EPA shall provide Expert Consultants with approximately 4-6 scientific articles. The Expert Consultants shall review provided reading materials and prepare a one – two page synthesis from the perspective of their expertise at least one week prior to the consultation meeting. EPA will use these syntheses to develop an agenda for a two-day meeting with the Expert Consultants.

Task 4.3 During-Meeting Responsibilities

EPA will identify and provide a location for a two-day meeting with Expert Consultants. EPA will also provide a facilitator for the meeting. The Contractor shall provide a laptop and note-taking services for the meeting. For planning purposes, assume the meeting will take place January 12-13, 2011 in Philadelphia, PA (EPA Region 3).

Task 4.4 Post Meeting Responsibilities

Contractor shall provide summary notes of the consultation meeting within 20 calendar days of the meeting. The contractor shall coordinate completion of draft and final versions of the meeting summary between EPA and expert consultants. Expert consultants shall work with EPA to finalize the summary of the meeting.

5. SUMMARY OF DELIVERABLES

1. The contractor shall provide 3 expert consultants based on descriptions provided by EPA. The contractor shall share the consultant's qualifications with EPA in order to assure that the consultants meet EPA's stated criteria.
2. The contractor shall take notes for the two day meeting.
3. The contractor shall provide a meeting summary within 20 calendar days of meeting.
4. The contractor shall coordinate the comment and review process for the draft and final versions of the meeting summary. The comment and review process will include both EPA and the expert consultants.
5. Expert Consultants shall review EPA provided reading materials (approximately 4-6 papers) and prepare a one – two page synthesis from the perspective of their expertise within 20 calendar days of receiving these materials.
6. Expert Consultants shall participate in two-day meeting
7. Expert Consultants shall work with EPA to finalize the meeting summary.

6. TRAVEL

The contractor shall provide a note taker for the two-day meeting. The location of the meeting will be confirmed by the EPA WA COR via written technical direction.

7. CONFIDENTIALITY

Some of the work assigned under this task will be to draft, edit and review programs and sensitive organizational information, e.g., material related to the President's Budget that will not be ready for broad or public distribution. The Contractor shall not discuss the contents of any document with anyone not specified as a participant in the documents review process or its preparation.

8. MANAGEMENT CONTROLS

Technical direction for this work assignment is provided by the work assignment PWS, by the work plan developed to implement this work assignment by the Contractor (after it has been accepted and approved by the EPA Work Assignment COR) and by the Contractor's designated management representatives. Periodic meetings between the EPA, Contractor and work assignment managers are encouraged to discuss any questions that may arise during the performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The Contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.

9. WORK ASSIGNMENT DURATION AND LEVEL OF EFFORT

The duration of this work assignment is from date of issuance through March 31, 2011.